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**ShowHub**

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## Exhibiting Checklist

This is a useful checklist of everything you might need for a successful show. You can [download the Checklist here](#). Using the checklist here will take you to the relevant page in this Manual; the links from the download will take you to the relevant webpage or order form.

Compulsory items are highlighted – those remaining are optional and should be considered based on your requirements. All deadlines must be adhered to as late or on-site orders will incur surcharges for some services and the choice of items may be limited.

Due	Task	✓
ASAP	<b>Site Induction</b> <i>Compulsory for all exhibitors</i>	<input type="checkbox"/>
ASAP	<b>Submit your Contacts</b> <i>Help us get info to the right people</i>	<input type="checkbox"/>
ASAP	<b>Upload staff to ShowHub</b> <i>Get access on open days</i>	<input type="checkbox"/>
ASAP	<b>Register your practitioners</b>	<input type="checkbox"/>
ASAP	<b>Space-only Stand Plans</b> <i>Space-only exhibitors only</i>	<input type="checkbox"/>
ASAP	<b>Risk Assessment</b> <i>Compulsory for all exhibitors</i>	<input type="checkbox"/>
7 June	<b>Fascia Nameboard</b> <i>Shell Scheme exhibitors only</i>	<input type="checkbox"/>
7 June	<b>Graphics</b>	<input type="checkbox"/>
7 June	<b>Flooring</b>	<input type="checkbox"/>
7 June	<b>Electrics</b>	<input type="checkbox"/>
7 June	<b>Furniture &amp; Stand fitting</b>	<input type="checkbox"/>
7 June	<b>PDQ Hire</b>	<input type="checkbox"/>
7 June	<b>Freight &amp; On-site Logistics</b>	<input type="checkbox"/>
7 June	<b>AV Hire</b>	<input type="checkbox"/>
17 June	<b>Catering</b>	<input type="checkbox"/>
7 June	<b>Internet</b>	<input type="checkbox"/>
ASAP	<b>Accommodation</b>	<input type="checkbox"/>
ASAP	<b>Staffing</b>	<input type="checkbox"/>

